

## PROBUS PARISH COUNCIL

Clerk: Mrs J Hoskin (Parish Council)  
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Minutes of the Meeting of Probus Parish Council held on Thursday 29<sup>th</sup> September 2022 in the Probus Village Hall at 7.30pm.

**Members Present:** Cllrs. N Gillard (Chairman), J Faull, S Dalton, W Sutherland, R Tofts, L Deards, N Glasson, M Maskill. Also attending. Mrs J Hoskin (Parish Clerk), Carolyn Y. May (Locum Clerk), Cllr Karen Glasson (Cornwall Councillor)

### **A short prayer was spoken by the Chairman.**

Prior to the commencement of the Agenda proper, the Chairman took the opportunity to thank the out-going Clerk, Mrs Jenny Hoskin, for the work that she had carried out on behalf of the Parish Council, between February 2022 and September 2022.

**22/211 Apologies for absence.** Cllr R Goldsworthy

### **22/212 Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items), to issue dispensations if required and to declare gifts over £50.**

Cllr Maskill declared a non-registerable interest in the Playing Field (committee member).

Cllr Deards declared a non-registerable interest in the Playing Field (committee member)

Cllr Glasson declared a non-registerable interest in the Village Hall (committee member).

Cllr Gillard declared a non-registerable interest in the Village Hall (partner Chairman) Cllr Tofts and Cllr Glasson declared an interest in the Queens Platinum Jubilee (committee members)

No gifts received.

**22/213 Public participation (15 minutes).** No members of the public present.

**22/214 Police report.** The Chairman notified the council of the reported police crimes within the Parish for **June & July** 2022. June = 8 reported crimes, including antisocial behaviour & 1 burglary. July = 3 reported crimes, including antisocial behaviour. Available data continues to be approximately 2 months behind real time.

**22/215 To confirm the minutes of the Ordinary meeting held on the 20th July 2022.** The minutes of the meeting held on the 20<sup>th</sup> of July 2022 were declared as correct and signed by the Chairman. **Proposed** by Cllr Deards, **seconded** by Cllr Faull, seven in favour and one abstention. **Carried.**

**22/216 To confirm the minutes of the Extraordinary meeting held on the 1<sup>st</sup> of September 2022.** The minutes of the meeting held on the 1<sup>st</sup> of September 2022 were declared as correct and signed by the Chairman. **Proposed** by Cllr Sutherland, **seconded** by Cllr Maskill. Unanimous. **Carried.**

**22/217 Matters arising (report only)**

- a) **22/103 – Play Area Chain-link Fencing** – this matter was deferred to later in the agenda and would be discussed under Agenda Item 17.
- b) **22/114 - The Green at the Bank** - Cllr Sutherland reported that the Parish Council was still awaiting receipt of a quotation from Mr G. Tucker for this work. This matter to be carried forward.

**22/218 Cornwall Council report** – Cllr Karen Glasson. Cllr Glasson had forwarded her report prior to the meeting. She did, however, provide the Members (via the Parish Clerk) with information relating to the Cost-of-Living Grants and support available. Cllr Glasson requested that this information is placed on the Parish Council website. Cllr Gillard confirmed that this would be done.

Members were also advised that vehicles which had been parked on double yellow lines at the end of Chapel Street had been issued with parking tickets. Cllr Glasson assured Members that the Traffic Enforcement Officers will attend at a location if reports are received, relating to vehicle offences.

Cllr Tofts stated that she had reported previously that vehicles were parked on double yellow lines, and that Cornwall Council had declined to address the matter as the vehicles were not deemed 'dangerous.' Cllr Glasson responded by stating that continuous refusal to address these matters, on the part of the County Council, should be brought to her attention.

**22/219 Parish Council Committees –**

**Village Hall Committee** – Cllr Glasson reported that, whilst the Village Hall Bank Account did not contain a substantial sum, over the past two months usage of the facilities, therefore income, had increased. The Mother and Baby Group is no longer meeting at the hall, but corporate bookings have increased.

The HSBC Bank Account has been closed and funds transferred to a Virgin Money Account.

The Probus Market Hall will be held on the second Saturday of each month, commencing at 10 am.

At present, the Village Hall Committee is spending funds on essential work only.

The situation relating to the increased water charges (which rose from £40 - £140 p/m during lockdown) has been resolved. The increase was due to a leaking lavatory. A credit has been issued to the Village Hall Account, by SWW.

A great deal of work has been undertaken in respect of the re-siting of the Portacabin.

Cllr Gillard added that a key cabinet, for which the Parish Council has some responsibility, has been installed at the Village Hall.

**Playing Field Committee** - Cllr Maskill referred to the report submitted, prior to the meeting. He thanked Cllr Glasson for forwarding details relating to the Global Market Place, to assist with the purchase of a container. However, that purchase is currently 'on hold.'

A question was asked if there had been any progress in setting up a Management Committee for the Playing Field. Cllr Maskill advised that no progress had been made to date. There have been no Committee meetings for a considerable period of time due to the lack of representatives.

Accounts are issued once per year. The bank account is, at present, reasonably healthy. A sum has been raised for a new training strip, tracksuits, and goal posts. It was felt that the failure to provide 'rolling accounts' was concerning, particularly in the absence of a committee, to oversee matters. Members felt that there was a danger that the provision of accounts could fall by the wayside. Cllr Maskill undertook to raise this matter with the relevant person.

There are a number of teams involved with the programme, including junior teams. Cllr Quinlan highlighted that the presence of juniors creates an obligation to have a functioning committee, including a Welfare Officer, Treasurer and Chairman, and all Coaches should be DBS checked. He added that parents had a vested interest in undertaking these roles, as without the correct committee format, there can be no provision for the junior/ youth age groups. The Football Association has previously discussed preventing junior clubs being run, where they are not correctly governed.

It was **agreed** that the Parish Council representatives should meet with Graham Smith to discuss how the Parish Council can assist in enabling the playing field committee to grow. Cllr Gillard highlighted that there was a need to hold a Parish Council Finance Committee meeting, prior to the next Ordinary Meeting of the body. It would be advantageous for the Parish Council to receive a mid-year summary of finance and position statement from the Playing Field Committee, so that this can be considered by Members in the context of budget planning for 2023/24.

Cllr Deards was thanked for her interim role in representing the Parish Council on the playing field committee

It was **proposed**, by Cllr Sutherland, **seconded** by Cllr Tofts and resolved that Cllr Quinlan would replace Cllr Deards as a Parish representative on the Playing field Committee. Unanimous. **Carried.**

**Probus Environmental Action Team (PEAT)** - Cllr Dalton reported that a price had now been received (quote 1353), and approved, for cutting down the wildflower beds, and this work will be undertaken imminently. Following that

action, both Cllrs Sutherland and Dalton will visit and assess each site, prior to making a recommendation, relating to the future plans for the beds, to the Parish Council.

Cllr Tofts raised the issue of the overgrown areas around the village. She has raised the matter with Cornwall Council/ Cormac in the past. However, she was advised that Cormac will not undertake regular maintenance of the sites. Cllr Sutherland also raised the issue of weeds growing on the pavements throughout the village. This needs to be addressed and considered as a future agenda item.

Should these overgrown sites become a Parish Council responsibility, this would have to be addressed during Precept discussions. Cllr Gillard stated that he would like to see management of the affected areas being undertaken by volunteers, however, this could be inhibited by the difficulty in managing the removal of the debris generated.

Cllr Dalton suggested that, if the Parish Council arranged for the clearance/ maintenance of the areas, perhaps Cormac could remove the detritus. Cllr Gillard advised that should the Parish Council accept responsibility for this work, it could become a long-term commitment. If the body declined to accept responsibility for the work, the problem, and the need to discuss the same, would arise each year.

It was **agreed** that this matter would be placed on the October agenda for discussion.

**Section 106 Sustainable Working Group** - Cllr Sutherland referred to the documentation disseminated prior to the meeting. The Parish Council is currently waiting for Cormac to undertake the improvement work to the square (October/ November 2022) and the steps (January 2023).

The Chairman thanked the group, on behalf of the full Membership of the Parish Council, for ensuring that the work would be undertaken.

**22/220 – Questions put to the Parish Council by the Editor of the Probus news at the meeting held on 1<sup>st</sup> September 2022. To note the Parish Council response.** The response had been disseminated to Members prior to the meeting. All acknowledge that they had read the document. No questions were raised by Members.

It was noted that the Parish Council had received an acknowledgement from the Editor, in respect of his receipt of the document

**22/221 - To receive the financial statement of accounts for the year to date, budget sheet and to approve payments.** The payment schedule had been circulated by the Locum Clerk.

The Locum Clerk advised the meeting that the schedule of payments would be the only document available at the meeting. A full audit of the cashbook would

be carried out once the Locum Clerk received the relevant documentation from the out-going Clerk. Thereafter, Members would be provided with a comprehensive list of all income received, and payments made. The said list will be updated monthly and presented to Members along with the schedule of payments.

It was also agreed that a Finance Committee Meeting would be held, prior to the October 2022 Ordinary Meeting of the Parish Council. For the purpose of measuring expenditure against the 2022/23 budget to date. A full report and financial reconciliation would be undertaken and prepared by the Locum Clerk.

It was **agreed** that until a permanent Clerk is appointed, the Parish Council would issue cheques against invoices.

It was proposed by Cllr Tofts, seconded by Cllr Sutherland, and unanimously agreed the accounts amounting to £3,810.38 (as set out below) be paid.

Date	Cheque Number	Payee	Description	Net	VAT	Gross
29/09/2022	2708	J. Hoskin	Clerk Salary	1043.89	0.00	1043.89
29/09/2022	2709	J. Hoskin	Clerk Expenses	176.62	0.00	176.62
29/09/2022	2710	V. Coop	Salary	280.00	0.00	280.00
29/09/2022	2711	G. Brunsdon	Salary	475.34	0.00	475.34
29/09/2022	2712	Glyn Tucker	Work to Skateboard Ramp	333.33	66.67	400.00
29/09/2022	2713	TP Trees	Crass Cutting Contract	750.00	150.00	900.00
29/09/2022	DD	Cheaper Waste	Waste Removal	42.90	8.58	51.48
29/09/2022	2715	Probus Village Hall	Hall Rent	40.98	0.00	40.98
29/09/2022	2716	Mr N. Gillard	Reclaim of Expenditure	27.49	5.50	32.99
29/09/2022	DD	EDF Energy	Public Lavatories	7.62	0.38	8.00
29/09/2022	DD	EDF Energy	Street Light	27.62	1.38	29.00
29/09/2022	BACS	HMRC	NICS/ Tax	372.08	0.00	372.08
<b>Total</b>				<b>3577.87</b>	<b>232.51</b>	<b>3810.38</b>

The issue of a claim made by a previous contractor was alluded to. The Locum Clerk advised the meeting that she had inspected the documents submitted and had responded to the same.

**22/222 Risk Assessments – Play Area to note Risk Assessment and to approve associated expenditure.** The Risk Assessment document was disseminated prior to the meeting. Cllr Sutherland stated that there were for matters highlighted, none of which would be assessed as being 'high level' matters requiring urgent attention. The matters related to a. weeds under the play equipment; b. litter at the site; c. graffiti on the skate ramp and; d. the lack of a Parish Council contact number on the sign at the site. It was noted that

a review of signage at various parish council sites is due to be discussed at the November meeting of the body.

**22/223 Parish Council Vacancy – to note that the Parish Council can co-opt to fill the vacancy left by the resignation of Cllr Saunders-Fern.** It was **agreed** that the co-option vacancy would be advertised on the Parish Council website, and that an advertisement would be placed in the Probus News.

**22/224 Cornwall Council Community Network Highway Scheme – suggestions for improvement schemes for 2023/24.** Cllr Gillard advised the meeting that applications for funding, under this scheme, must be submitted through the appropriate Cornwall Councillor for the area. Applications to be made before 11<sup>th</sup> October 2022.

Cllr Deards proposed that a 40mph speed limit should be introduced from the village down to the turn to Spring Cottage on Truck Hill. She further suggested that this could be achieved through the introduction of chicanes. The speed of the majority of traffic entering the village is excessive, and pedestrians are being forced to press into the hedges bordering the roads, in order to avoid being hit. Cllr Tofts suggested that cutting the hedge back could help alleviate the problem.

Cllr Glasson (Cornwall Council) advised the meeting of the need to gather data to support an application to reduce the speed limit. She added that the County Council is still hopeful that there will be a 20mph restriction imposed for all villages. However, in some areas the reduction in speed from 60 mph to 20 mph may be difficult to manage. It was therefore felt that in those areas, a graduated approach could be implemented, for example 60 mph to 40mph, then 40 mph to 20 mph. Cllr Glasson suggested that there is a need for a 'Speedwatch' exercise to be carried out in the village.

It was **agreed** that an Expression of Interest should be submitted for a reduction in vehicle speed, an improvement in road safety and possibly, the installation of gateway markers at the boundary of the village.

Cllr Tofts highlighted the need to re-paint the lines at the mini roundabout on Carne View Road, as these had become faded. Cllr Gillard advised that the Clerk should report that matter to Cormac.

Twenty is Plenty was discussed. Cllr Glasson (Cornwall Council) advised that this could form part of the EOI. Cllr Gillard advised the meeting that the Parish Council must submit a credible application, which meets the criteria set out in the document disseminated to Members. It was **proposed** by Cllr Gillard, **seconded** by Cllr Tofts, and resolved that Cllr K. Glasson (Cornwall Council), Cllr. Gillard and Cllr N. Glasson (PPC) should work together in order to formulate an appropriate application, to be submitted by the 11<sup>th</sup> of October 2022. Unanimous. **Carried.**

**22/225 Rubbish Bin adjacent to the bus shelter in The Square – to discuss alternative options for this bin** – Members discussed the need to either

increase the frequency of emptying the rubbish bin, or to procure a larger receptacle.

It was **proposed** by Cllr Gillard, **seconded** by Cllr Sutherland, and Resolved that the Clerk would research the options of bin sizes. Unanimous, **Carried**.

**22/226 To report the damage to the Jubilee Lamp in The Square.** Cllr Gillard reported that no further contact had been received from the party responsible for damaging the Jubilee Lamp. The Chairman will, therefore, instruct its own insurers to pursue the matter.

Cllr N. Glasson advised the meeting that two companies had been approached in respect of repairs to the lamp. Whilst only one company is able to carry out repairs (Iron Brothers, Wadebridge), they have requested that the structure be shipped to their premises for assessment. It was **agreed** that Cllr N. Glasson would pursue this matter and determine if the company would make a site visit.

**22/227. Skate Ramp – to note sound insulation work to half of the skate ramp has been completed, the EPO & DAS Law have been notified. indicative costs and/or quote for completing the second half -** Cllr Sutherland reported that the first half of the skate ramp had now been insulated and that there had been a noticeable reduction in the level of noise from the same. A quotation (dated 27/09/22) of £750 had been received from Mr G Tucker for the insulation of the second part (labour only), and that the total cost of the work would remain within the approved earmarked sum for the project. Once the work is complete, the noise level will be measured again.

The completion of the first part of the work has been notified to the Environmental Protection Officer at Cornwall Council, and to DAS Insurers.

**22/228 MUGA drainage solution and replacement of kickboards – to confirm a specification for the work and approval to seek quotes from contractors -** Cllr Sutherland advised the Meeting that the required specification for the work to be undertaken is set out in the quotation received from Mr G. Tucker. He added that this could be used when seeking additional quotations, as three quotations for the work are required.

Cllr Sutherland alluded to the dense and the growth inside the drainage channel. He suggested that it might be advantageous to have this cleared in order to determine if this was causing an obstruction to the free drainage of water. That action may negate the need for further work to be carried out.

It was **proposed** by Cllr Sutherland, **seconded** by Cllr Quinlan, and resolved that quotations for the clearance of the growth from MUGA drain. Unanimous, **Carried**.

**22/229 Maintenance plan and costs for cutting of East boundary hedge at Playing Field.** Cllr Sutherland reported that quotations – set out in (quote 1357 from TP Tree services Ltd) had been received to cut the hedge running from the pavilion to the MUGA, and for the clearance of the Village Hall carpark side, and to reclaim the land.

TP Tree Services Ltd had quoted for a sum of £540 for both tasks and a further £60 to clear the weeds from under the play equipment in order to comply with the safety inspection report (total £600 incl VAT). The quotation for all three tasks, excluding VAT is £500.

It was **proposed** by Cllr Tofts, **seconded** by Cllr Faull and Resolved that TP Trees would be contracted to undertake the work quoted for. Unanimous, **Carried**.

**22/230. Harassment of Cllrs and Parish Council Staff - to consider and approve a policy and general statement for inclusion on the parish council web site.** Document was disseminated to Members prior to the meeting. Cllr Gillard summarised by stating that civility and respect were key issues across Parish Councils. NALC and SLCC are encouraging all Parish Councils to adopt this policy. There is also encouragement for Councils to sign up to a national pledge to ensure that civility and respect are part of the body's ethos. This statement will sit alongside the Dignity at Work and Grievance Policies.

Cllr Gillard asked members, as a first step, to consider incorporating the document onto the PC website (and Facebook page – if approved). That action does not mean that, at the present, the Parish Council would be fully signed up to the pledge of civility and respect. This latter action has not been proposed because there are a number of conditions (including training) which must be met, prior to being permitted to sign up to the pledge. At the extant time, the Parish Council would not be able to meet the same.

It was **proposed** by Cllr Maskill, **seconded** by Cllr Dearden, and resolved that the document would be approved, adopted, and placed on the Parish Council website. Unanimous, **Carried**.

It was **proposed** by Cllr Tofts, **seconded** by Cllr Quinlan, and resolved that Dignity at Work Policy should be adopted. Unanimous, **Carried**.

This matter relating to the pledge is to be placed on a future agenda for discussion. The Locum Clerk to determine the type of training that other Local Councils have undertaken in order to qualify as signatories to the pledge.

**22/231 Parish council portacabin proposed use and relocation – to consider and approve proposed works, timescale, and expenditure Cllr N Glasson –**

**Cllrs Gillard, N Glasson, and K. Glasson left the room at 9.27 pm.**

The surgery has elected to relinquish the portacabin and is contracted to pay for the relocation of the unit.

It is intended that the unit will be sited in the Village Hall Carpark, as an outbuilding to be used as additional office space. The estimated overall cost of the necessary works for siting the portacabin total £5,921.17, which would have to be

met by the Parish Council. Additional costs for power etc. are expected, these will be met by the Village Hall.

It was highlighted by Cllr Dalton that the Parish Council does not, at present, have earmarked funds for his project. Whilst the body does have funds, the matter will have to be considered at a Finance Meeting.

It was **proposed** by Cllr Dalton, **seconded** by Cllr Faull, and resolved that the quote £5,921.17 for groundworks to prepare Village Hall car park to receive the portacabin should be accepted and that the Parish Council should proceed with the relocation of the unit. Unanimous. **Carried.**

**Cllrs Gillard, N Glasson, and K. Glasson returned to the room at 9.29 pm.**  
**22/232 Parish Council use of social media – report on research with any proposals for the parish council to establish a Facebook account and any associated expenditure.** Report disseminated prior to the meeting.

To accept Proposal 1 – as written. To ensure that the Parish Council’s Social and Media Policy is updated and agreed by all Councillors. **Proposed** by Cllr Maskill, **seconded** by Cllr Deards and resolved to accept. Unanimous, **Carried.**

It was **proposed** by Cllr Maskill, **seconded** by Cllr Dearden, and resolved that the Parish Council would establish a ‘broadcast only’ Facebook page. Unanimous. **Carried.**

**22/233. “Future Agenda Items” current list to be reviewed & priorities adjusted, as necessary.**

- Civility and Respect to pledge – January 2023
- Weeds on Paths/ Pavements – October 2022
- MUGA Drainage Quotations
- Green at the Bank
- Wildflower Planting Review – October 2022

**22/234 Correspondence before despatch of the Agenda - Clerk**

- a. Various emails circulated to members on receipt during month for information, to note - none
- b. Urgent correspondence received after the despatch of the agenda - none

**22/235 Additional items for future agendas submitted to the parish clerk by Friday, 7th October 2022.**

**22/236 The next Full Council Meeting of The Parish Council will be held on 19th October 2022 in Probus Village Hall at 7.30.**

**22/237 To consider and resolve to exclude press & public due to the confidential nature of the business to be discussed under the Admission to Meetings Act 1960.**

**9.34 pm - Mrs Jenny Hoskin and Cllr K. Glasson left the room.**

It was **proposed** by Cllr Gillard, **seconded** by Cllr Tofts, and resolved that the press and public would be excluded and that the Parish Council would enter into Committee Deliberations. Unanimous. **Carried.**

**22/238 Report on future of the role of parish Clerk and arrangements for interim support – Cllr Dalton Staffing Committee.** The report was noted.

**29. The Meeting closed at 9.53 pm**

DRAFT